

MCH - Combined Team Roles and Responsibilities

Position	Roles & Responsibilities
MCH Combined Team Member	<p>Internal</p> <ul style="list-style-type: none"> ▪ Communicate any MCH related issues of concern regarding policies or protocols that may affect LHJs and MCH to the designated Manager supporting an MCH Region Team ▪ Attend monthly MCH Combined Team meetings and MCH Region Team meetings as scheduled OR assure that the MCH Region Team is represented at the monthly MCH Combined Team meeting <ul style="list-style-type: none"> ▪ participate in scheduled MCH Region Team meetings ▪ be prepared for meetings/assignments ▪ share the workload ▪ Take responsibility (with MCH Region Team members) for facilitating assigned monthly MCH Combined Team meetings using agreed upon format ▪ Identify individual and MCH Region Team training needs ▪ Assist in orientation of new team members <p>Regional</p> <ul style="list-style-type: none"> ▪ Provide and/or facilitate provision of technical assistance/consultation to counties as requested or needed ▪ Respond to county requests for information or clarification ▪ Provide connections as appropriate to other DOH programs for collaborative opportunities or assistance for LHJs ▪ Engage with LHJs in planning MCH Regional meetings and special activities ▪ Assure that there is at least one annual evaluation of MCH Regional meetings at a regional level ▪ Take responsibility for planning and facilitating assigned MCH Regional meetings with regional partners

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Admin support/team	<p>Regional meetings:</p> <ul style="list-style-type: none"> • Take responsibility for routine correspondence with local regional team members, as requested by MCH Region Team. This includes sending memo's for 'saving the date' for meetings, requesting RSVP for meeting attendance in order to plan for lunch, draft agendas, etc. • Complete meeting agenda with information provided by MCH Region Team. • Copy and distribute agenda and handouts for meetings. • Type and distribute minutes from Regional meetings • Arrange for lunch. This may include researching caterers, providing information about costs to MCH Region Team, asking for RSVP from local members, completing paperwork and letting MCH Region Team know what they need to do, if anything. • Initiate ideas with MCH Region team members about processes that could make admin tasks efficient and effective. Examples include creating an email contact list, templates for 'save the date' memos and agendas, participating in planning meetings. • Arrange for rental car, if necessary. • Arrange airline travel and hotel for MCH team member who needs to fly to meetings. A team member's section admin staff will make these arrangements for that team member.
Coordinator for the MCH Combined Team	<ul style="list-style-type: none"> ▪ Provide oversight of MCH Combined Team work plan that will assure planning/tracking/management and communication of MCH Combined Team activities and decisions ▪ Maintain MCH Combined Team notebook and keep documents current ▪ Develop an orientation manual and process for orienting new MCH Combined Team members ▪ Assist in orienting new staff assigned to MCH Combined Team ▪ Facilitate sharing of information with the MCH Combined Team i.e. be the single point of contact to receive and disseminate information to the MCH Combined Team ▪ Support issues for the MCH Combined Team and be liaison for the MCH Combined Team at monthly meetings of Managers in the role of supporting MCH Region Teams ▪ Consult with MCH Region Teams as requested regarding training/presentation requests from regions ▪ Participate as a member of an MCH Region Team <p>Coordinate an annual internal evaluation of the MCH Combined Team functions</p>

Position	Roles & Responsibilities
Manager Supporting an MCH Region Team	<ul style="list-style-type: none"> ▪ Serve as resource for technical decisions. ▪ Be the first point of contact for assistance on either internal issues related to an MCH Region Team, or issues related to counties in the region ▪ Communicate MCH Combined Team and MCH Region Team issues to MCH and CFH management ▪ Participate in MCH regional meetings one to two times per year ▪ Participate in monthly meetings of Managers who support an MCH Region Team ▪ Meet with the MCH Region Team when indicated ▪ Check in regularly with the section Manager on progress for filling an MCH Combined Team vacancy from their section. Identify issues related to filling the vacancy, and keep the MCH Region Team informed.
Manager Liaison to MCH Managers and MCH Combined Team	<ul style="list-style-type: none"> ▪ Provide communication link between Managers supporting an MCH Region Team and the MCH Combined Team ▪ Provide leadership to Managers assigned to support MCH Region Teams ▪ Provide guidance to the Coordinator of the MCH Combined Team ▪ Participate in monthly MCH Combined Team meetings and communicate information/issues that require decisions to Managers supporting MCH Region Teams ▪ Participate in monthly meetings of Managers supporting an MCH Region Team ▪ Participate as a Manager who supports one of MCH Region Teams

Position	Roles & Responsibilities
Manager of an MCH Section	<ul style="list-style-type: none"> ▪ Assure that MCH Region Teams are fully staffed ▪ When a vacancy occurs, initiate a meeting with members of the MCH Region Team and Manager supporting that team to discuss transition planning. This should be done one month before the vacancy occurs, if possible. <ul style="list-style-type: none"> ▪ Review ideas for filling vacancy ▪ Generate plan for covering workload ▪ Communicate plan at MCH Combined Team meeting and with Managers supporting MCH Region Teams ▪ Assist staff in prioritizing MCH Combined Team and MCH Region Team assignments if a conflict arises with workload ▪ Evaluate assignment of MCH Combined Team members as needed, and at least annually, to identify the best staffing pattern to meet section and MCH Combined Team needs ▪ Consider “goodness of fit” when filling MCH Combined Team/ MCH Region Team vacancies with new staff (workload, MCH Region Team composition including professional background of members, funding for staff position, etc.) ▪ Find ways to communicate expectations of MCH Combined Team members that value and support their role by including peer reviews from MCH Combined Team members as well as other staff for annual performance evaluation ▪ Include MCH Combined Team responsibilities on the annual performance evaluation and in the CQ



January 2001(Revised May 2002)

Definition of Terms

MCH Combined Team:

All representatives from each of the 4 MCH programs who are members of MCH Region Teams, and the Manager Liaison to the MCH Managers and MCH Combined Team. Meetings occur monthly.

MCH Region Team:

Members from all 4 of the DOH/MCH programs that comprise a team representing one of 5 MCH regions in the state. Each member is also a member of the MCH Combined Team. The region teams are: East, Central, NW, SW and Olympic. Each Team meets on a schedule the members determine.

MCH Regional Meetings:

Members of an MCH Region Team and designated representatives from LHJs in the region. Meetings occur 3-4 times per year as determined by the Team and their partners.

Manager Liaison to the MCH Managers and the MCH Combined Team:

One of the MCH program managers who is appointed as liaison between the MCH Managers who support MCH Region Teams, and the MCH Combined Team. This person attends the monthly MCH Combined Team meeting as well as the monthly Managers meeting.

Manager Supporting an MCH Region Team:

A Manager who is assigned to one of the 5 MCH Region Teams

Manager of a Section:

A Manager of one of the 4 MCH sections (MIH, CAH/CP, CSHCN, Immunizations)